



MEAP

Coordinator Update

Office of Educational Assessment and Accountability – Michigan Educational Assessment Program – Vol. 1, No. 6 – May 20, 2004

WINTER 2004: LAST CALL FOR RESEARCH REQUESTS

Remember, Friday, May 21 at 5:00 p.m. is the deadline for research requests regarding the Winter 2004 assessment results. Emphasis during this period is on questions regarding scores, combining student scores and moving student assignments to the correct school. Other items for tendered for research by Friday, May 21, may be considered depending on the circumstances and time available.

Please know that the next step regarding Winter 2004 data involves processing for Annual Yearly Progress and Education YES! reports. Please don't miss the research deadline.

Your research request should be sent via email to meap@michigan.gov. Please include the following information in the following order: District number, building number, school contact name, contact person's daytime and after hours phone number, name of the student and the issue in question.

WINTER 2004: REPORTS

Printing and shipping of hard copy Winter 2004 school reports is currently underway. Hard copy district reports and student record labels will follow in separate shipments. All reports and labels will be shipped by the end of May.

Please contact the MEAP office, via email to meap@michigan.gov if you have not received your reports by June 7, 2004. Including your district and building name and code numbers and the contact person name and phone number with each communication, will enable a speedier response.

SPRING 2003: REPORTS

Hard copy Spring 2003 reports will begin printing and shipping by June 1. Parent reports and student record labels will be included. Your understanding and patience during this prolonged endeavor is most appreciated.

SPRING 2004: MATERIALS RETURN

At this point, all assessment materials documents for Spring 2004 should have been shipped from schools and districts to Measurement, Inc., the scoring contractor. In order for MEAP to deliver accurate and on-time assessment results, it is vital that all schools and districts return materials on schedule.

If you have not returned your materials at this time, please email meap@michigan.gov with your district and building name and code and a contact person's name and phone number.

KEEP YOUR MEAP DATA SECURE

Do you have a new superintendent, MEAP coordinator, or others who need access to the MEAP secure website? Have you terminated access rights for those employees who have left your school or district? Addition and deletion of access to the secure website is accomplished by the person designated as your District Administrator for the MEAP secure website. If your district does not have anyone with District Administrator rights, please email meap@michigan.gov for more information.

Also, the MEAP email list includes the superintendent and the MEAP coordinator for each district. You may also add up to two additional contacts. Those on the email list receive all general notices including the MEAP Coordinator Update. For fast and accurate updates to the secure website or the MEAP email list, send your request to meap@michigan.gov

MEAP CONTACT INFORMATION

As a reminder, the new email address for the MEAP help desk is meap@michigan.gov

In addition, you may want to note the following phone numbers and web addresses:

MEAP office local phone number (517) 373-8393
MEAP office toll-free phone number (877) 560-8378
MEAP office FAX: (517) 335-1186

MEAP secure database: www.michigan.gov/meap
Public MEAP and MERIT web site: www.meritaward.state.mi.us

MEAP Postal Address: P.O. Box 30008
Lansing, Michigan 48909

MEAP Overnight Deliver Address: 608 W. Allegan
2nd Floor – Pillar B16
Lansing, Michigan 48933

MEAP Email Address : meap@michigan.gov